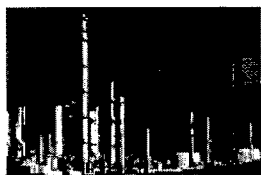


Richmond Refinery

Chevron Products Company

[What's New](#) | [Feedback Forum](#) | [Search Richmond](#) | [Stock Quote](#)


Official Refinery Instructions

Table of Contents

Updated on: September 21, 2012

Refinery Instruction Template	Cover Sheet - MFG-1649-2 Form , "Approval and Communication of Refinery, Maintenance, or Engineering Instructions"	Maintenance Instructions	Engineering Instructions	Return to Refinery Home
---	---	--	--	---

NOTE:

Certification that procedures are current and accurate is required as follows:

- Safe Work Practice (SWP) Refinery Instructions every **three** (3) years.
- Standard Refinery Instructions every **five** (5) years.
- RI-400 Emergency Plans and Procedures every **one** (1) year.

Number	Title	Certified as Current and Accurate	Next Revision Date	Responsible Organization	Person to Contact With Questions/ Comments	Position
RI-102	Procedures for Instructions, Standards and Manuals	12/2009	12/2014	Dev.	Rick Smith	Dev. Mgr.
RI-110	Retention of Records	2/2011	3/2014	HR	Clara Meskauskas	Admin. Supvr.
RI-119	Wildlife or Domestic Animals Found in Refinery	12/2010	12/2015	Emerg. Svcs.	Robert Liening	Facility Security Officer
RI-300	Injury and Illness Prevention Program	3/2011	3/2016	HES	Tom DiPalma	Safety Team Lead
RI-301	Required Training and Documentation	6/2010	6/2015	Dev.	Rick Smith	Dev. Mgr.
RI-302	Color Identification and Labeling of Equipment and Pipelines (SWP)	12/2011	12/2014	HES	Tom DiPalma	Safety Team Lead
RI-304	Preparation of Equipment for Transportation, Shop Repairs, and Storage	4/2010	4/2015	HES	Tom DiPalma	Safety Team Lead
RI-306	Safe Operation of Powered Industrial Mobile Equipment	2/2011	5/2015	HES	Tom DiPalma	Safety Team Lead
RI-313	Hazard Communication Standard and Chemical Inventory Process	4/2011	4/2016	HES	Diane Vodenik	Safety Analyst

<u>RI-314</u>	Protective Clothing and Safety Equipment	10/2011	11/2014	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-320</u>	First Aid, Emerg. Care and Transp. of Sick or Inj. Pers.	2/2012	2/2017	Emerg. Svcs.	<u>Keith White</u>	Battalion Chief
<u>RI-321</u>	Preventing Exposure to Corrosive Chemicals and Defining Yellow-Lined Areas (SWP)	12/2011	12/2014	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-331</u>	Guidelines for Handling and Removing Asbestos-Containing Materials & Refractory Ceramic Fibers	12/2008	12/2013	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-337</u>	PCB Dielectric Device Requirements and Control	6/2011	6/2016	HES	<u>Rich Sylvia</u>	HW Specialist
<u>RI-338</u>	Respiratory Protective Equipment & Ventilation (SWP)	7/2011	1/2014	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-340</u>	Fire Hazard and Fire Equipment	11/2011	11/2016	Emerg. Svcs.	<u>Greg Bosworth</u>	Asst. Fire Chief/Fire Marshal
<u>RI-341</u>	Hot Work and General Work Permits (SWP)	2/2012	2/2015	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-348</u>	Benzene Compliance	11/2011	11/2014	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-350</u>	Mercury - Procedure for Cleaning up, Storage, and Disposition of Used and Cleaned Mercury	5/2010	5/2015	HES	<u>Rich Sylvia</u>	HW Specialist
<u>RI-360</u>	Richmond Refinery PSM Policy	9/2011	9/2016	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-361</u>	Employee Participation Plan	3/2008	3/2013	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-362</u>	Process Safety Information	3/2008	3/2013	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-363</u>	Process Hazards Analysis	3/2008	3/2013	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-366</u>	Contractors	12/2010	12/2014	Maint.	<u>Chuck Raeder</u>	Rep. Contractor Service Supervisor
<u>RI-367</u>	Prestart-up Safety Review	12/2011	12/2016	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-368</u>	Mechanical Integrity	12/2010	12/2015	Maint.	<u>John Torres</u>	Reliability Mgr.
<u>RI-370</u>	Management of Change	4/2012	11/2014	OE/PSM	<u>Gary Lassen</u>	PSM Specialist
<u>RI-371</u>	Near Loss, Event Reporting, and Incident Investigation	11/2011	2/2014	HES	<u>Meaghan Horton</u>	Safety Specialist Incident Investigation
<u>RI-373</u>	Compliance Audit Policy	11/2009	11/2014	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-374</u>	Safe Work Practices (SWP)	2/2012	2/2015	OE/PSM	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-375</u>	Control Of Entry Into Process Areas (SWP)	7/2011	7/2014	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
	Fall Protection and					

<u>RI-380</u>	Scaffolding User Safety (SWP)	2/2012	11/2012	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-381</u>	Human Factors Program	10/2011	10/2016	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-382</u>	Management of Organizational Changes (MOOC)	2/2012	2/2017	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-384</u>	Latent Conditions	12/2011	12/2016	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-389</u>	Electrical Safe Work Practices (SWP)	12/2010	12/2013	Maint.	<u>Alan Lowell</u>	Routine Maintenance Mgr.
<u>RI-390</u>	Approved Crane & Rigging Practices (SWP)	8/2011	8/2014	HES	<u>Mike Klein</u>	Maint. Supervisor
<u>RI-392</u>	Heat Illness Prevention Plan (SWP)	11/2011	12/2012	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-395</u>	Fatigue Risk Management (SWP)	3/2010	3/2013	OE/PSM	<u>Karen Draper</u>	PSM Team Lead
<u>RI-400</u>	Emergency Response Plans (Annual Revision)	6/2012	6/2013	Emerg. Svcs.	<u>Mark Ayers</u>	Emergency Services Mgr.
<u>RI-405</u>	Medical Care for Ill and Injured Personnel	12/2011	12/2016	Emerg. Svcs.	<u>Mark Ayers</u>	Emergency Services Mgr.
<u>RI-406</u>	Fire Emergency Response	12/2010	12/2015	Emerg. Svcs.	<u>Greg Bosworth</u>	Asst. Fire Chief/Fire Marshal
<u>RI-410</u>	Marine Oil Spill	6/2012	1/2016	Emerg. Svcs.	<u>Mark Ayers</u>	Emergency Services Mgr.
<u>RI-414</u>	Off-Site Material or Waste Spills Response	12/2010	12/2015	Emerg. Svcs.	<u>Mark Ayers</u>	Emergency Services Mgr.
<u>RI-417</u>	Liquid Petroleum Gas (LPG) Release Emergency Response	12/2010	12/2015	Emerg. Svcs.	<u>Dan Tydingco</u>	Battalion Chief
<u>RI-422</u>	Hazardous Waste Treatment and Storage Facility Contingency Plan	2/2008	2/2013	HES	<u>Lisa Duncan</u>	HWTSP/Tank Supervisor
<u>RI-423</u>	Hazardous Waste Generator Contingency Plan	8/2012	12/2015	HES	<u>Rich Sylvia</u>	HW Specialist
<u>RI-434</u>	Agency & Internal Communications, Notifications, and Reporting	6/2012	6/2017	HES	<u>Matthew Diaz</u>	Flare System Specialist
<u>RI-435</u>	Bomb and Extortion Threats	8/2011	8/2016	Emerg. Svcs.	<u>Bob Liening</u>	Facility Security Officer
<u>RI-440</u>	Emergency Plans for Total Power Outage	12/2011	12/2016	Util./Envir.	<u>David Fowler</u>	Refinery Business Mgr.
<u>RI-465</u>	Hypotheticals	12/2011	12/2016	Emerg. Svcs.	<u>Steve Zuk</u>	Battalion Chief
<u>RI-470</u>	Emergency Communications Systems	06/2012	12/2015	Emerg. Svcs.	<u>Mark Ayers</u>	Emergency Services Mgr.
<u>RI-473</u>	Outside Fires and Mutual Aid	12/2010	12/2015	Emerg. Svcs.	<u>Mark Ayers</u>	Emergency Services Mgr.
<u>RI-480</u>	Emergency Action Plans	12/2009	12/2014	Emerg. Svcs.	<u>Mark Ayers</u>	Emergency Services Mgr.
<u>RI-481</u>	Employee Initial Emergency	12/2011	12/2016	Emerg. Svcs.	<u>Mark Ayers</u>	Emergency

	Response					Services Mgr.
<u>RI-503</u>	Connections or Alterations to Refinery Utility Systems (SWP)	2/2012	4/2014	Util./Envir.	<u>David Fowler</u>	Refinery Business Mgr.
<u>RI-505</u>	Excavation Procedures (SWP)	12/2011	12/2014	HES	<u>Thelma Aquino</u>	Hazardous Waste Solids Specialist
<u>RI-506</u>	Refinery Hazardous Waste Management	8/2012	12/2014	HES	<u>Rich Sylvia</u>	HW Specialist
<u>RI-509</u>	Connections to Refinery Electrical Systems (SWP)	2/2012	2/2015	Util./Envir.	<u>David Fowler</u>	Refinery Business Mgr.
<u>RI-515</u>	Fire-Fighting Water System	11/2011	11/2016	Emerg. Svcs.	<u>Greg Bosworth</u>	Asst. Fire Chief/Fire Marshal
<u>RI-517</u>	Infrastructure Issue Management Process	11/2011	11/2016	Operations	<u>Jay Peterson</u>	Operations Mgr.
<u>RI-601</u>	H2S Handling Equipment	12/2009	12/2014	Technical	<u>Mark Radtke</u>	Plant Support Team Lead
<u>RI-602</u>	LPG	12/2008	12/2013	Technical	<u>Mark Radtke</u>	Plant Support Team Lead
<u>RI-604</u>	Lubrication	11/2007	11/2012	Maint.	<u>Art Mares</u>	IMI/RER Team Lead
<u>RI-609</u>	Maintenance and Servicing of Pressure Relieving Devices	3/2012	3/2017	Maint.	<u>Dale Blume</u>	Fixed Equip. Reliability Team Leader
<u>RI-613</u>	Use and Control of Hose	2/2012	2/2017	Maint.	<u>Mike Klein</u>	Maint. Supervisor
<u>RI-617</u>	Chemical Cleaning of Refinery Equipment (SWP)	7/2011	7/2014	HES	<u>Gerald Lee</u>	Chem. Clean. Coord.
<u>RI-621</u>	On-Line Leak Repair/Leak Seal (SWP)	2/2012	2/2015	Maint.	<u>Praneil Prasad</u>	Reliability Engineer
<u>RI-636</u>	Piping and Equipment for Anhydrous Ammonia Service	6/2012	6/2017	Technical	<u>Don Kinkela</u>	Designs Engr. Mgr.
<u>RI-641</u>	Testing and Servicing Of Emergency Block Valve Actuators	1/2012	1/2017	Maint.	<u>Carmel Sanchez</u>	Maint. Shop Team Lead
<u>RI-642</u>	Positive Materials Identification (PMI)	12/2011	12/2016	Maint.	<u>John Torres</u>	Reliability Mgr.
<u>RI-703</u>	TKN/TKC/FCC/RLOP/DHT Gas Oil Quality Control	7/2012	1/2016	Oils Planning	<u>Thomas Leeds</u>	Supply Scheduler
<u>RI-800</u>	Project Cost Controls	10/2010	10/2015	Finance	<u>Tim Grewis</u>	Finance Mgr.
<u>RI-802</u>	Casualty Losses	2/2012	2/2017	Finance	<u>Tim Grewis</u>	Finance Mgr.
<u>RI-803</u>	Delegation of Expenditure Authority	6/2010	6/2015	Finance	<u>Tim Grewis</u>	Finance Mgr.
<u>RI-805</u>	Maintenance and Replacement Material	7/2010	7/2015	P&MM	<u>Kelley Henderson</u>	Dept. Mgr.
<u>RI-806</u>	Credits for Material Returned to the Storehouse and Reclamation	3/2012	N/A	Finance	<u>Tim Grewis</u>	Finance Mgr.
<u>RI-810</u>	Authorization for Siting of Occupied Portable Buildings	12/2009	12/2014	OE/PSM	<u>Karen Draper</u>	PSM Team Lead

<u>RI-812</u>	Land Use Coordination	9/2009	9/2014	Strategic & Facilities	<u>Steven Klasnich</u>	Strat. & Business Planning Mgr.
<u>RI-9020</u>	Radioactive Materials (SWP)	11/2009	11/2012	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-9025</u>	Safe Firing of Furnaces and Boilers (SWP)	12/2009	12/2012	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-9900</u>	Control of Hazardous Energy (SWP)	5/2012	12/2013	HES	<u>Tom DiPalma</u>	Safety Team Lead
<u>RI-9910</u>	Plant Security	2/2012	2/2017	Emerg. Svcs.	<u>Bob Liening</u>	Facility Security Officer
<u>RI-9920</u>	General Procedure for Entering and Working in Confined Spaces (SWP)	11/2010	2/2012	HES	<u>Tom DiPalma</u>	Safety Team Lead

Last Update: August 14, 2009
 © 2001 - 2009 Chevron Corporation

Content Contact: [Information Processing Center](#)
 Technical Contact: [Information Processing Center](#)

Company Confidential
 Opco: [Richmond Refinery](#)